



VOLUME 3, ISSUE 2, JAN 29, 2018

# 2018 TOWN/SCHOOL MEETING VOTERS GUIDE

TOWN OF ALLENSTOWN/ALLENSTOWN SCHOOL DISTRICT-  
DELIBERATIVE SESSIONS

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## 2018 TOWN/SCHOOL MEETING

The annual town and school district meeting involves two sessions. The Deliberative Session which will be held on Saturday, February 3th at 9 AM at the Armand Dupont School, 10.5 School St. in Allenstown and the Voting Session which will be held on Tuesday, March 13th from 8 AM to 7 PM at the St. John the Baptist Parish Hall located at 10 School St. in Allenstown. All registered voters are eligible to participate in the process.

Voters will be deciding on the annual budgets of the Town, School District and Sewer Dept..

Voters will also make decisions as to what amendments or additions will be made to the zoning ordinances for the Town.

The annual Town and School District warrants will be posted on the website along with detailed budget documents to assist voters in their decision making process.

Voters will also be deciding upon petition warrant articles submitted by voters as well as non-monetary or policy articles submitted by the Board of Selectmen and School Board respectively.

This guide is intended to provide information to voters in regards to the process and matters under consideration before the Town/School District Meetings. The Town website is the primary source of updated information in regards to the budget and Town Meeting. See the main page at [www.allenstownnh.gov](http://www.allenstownnh.gov).

## TOWN OF ALLENSTOWN

**PUBLIC HEARING  
ON THE BUDGETS  
JANUARY 13TH**

**DELIBERATIVE  
SESSION OF  
TOWN MEETING  
FEBRUARY 3RD**

**VOTING DAY OF  
TOWN MEETING  
MARCH 13TH**

**WHERE?  
ARMAND DUPONT  
SCHOOL & PAR-  
ISH HALL**

## 2018 PROPOSED TOWN BUDGET

The proposed Town operating budget for 2018 represents an increase in spending of 2%. This is in line with the Board of Selectmen's budget management plan to minimize the impact on the tax rate. The goal is to keep spending as close to the increase in the Consumer Price Index (CPI) as possible. In order to achieve this goal going forward difficult decisions will need to be made which will impact services. The Board would like to thank all of the department heads, board chairpersons and members of the budget committee in working with us to achieve this goal.

The impact on the tax rate will be determined by the change in the assessed valuation, revenues, tax credits & exemptions as well as overlay. Estimating the change in these items is just that, an estimate which is estimated conservatively. These factors are likely to change between now and the time the tax rate is set in October/November of 2018.

## HOW DO I PARTICIPATE IN THE PROCESS

**First** you must be registered to vote. **How Do I Register To Vote?**

- 1) You may apply to your town clerk's office. You will be required to fill out a standard voter registration form.
- 2) You may also register with your community's Supervisors of the Checklist. By law, the supervisors are required to meet on the Saturday 10 days prior to each election. Check the local newspaper(s) or call the clerk's office for the date and time of such meeting.
- 3) Qualified individuals may register to vote at the polling place on Election Day at all elections.

No matter when or where you register to vote, you will be required to fill out a standard voter registration form, and you will be asked to show proof of identity, age, citizenship, and domicile. These qualifications may be established by signing affidavit(s).

Further questions may be answered at [SOS.NH.GOV](http://SOS.NH.GOV) or by contacting your local Town Clerk, Kathleen Pelissier at 485-4276 ext.116 [kpelissier@allentownnh.gov](mailto:kpelissier@allentownnh.gov)

**Second**, you may attend the Deliberative Session of Town Meeting. All of the warrant articles will be open for discussion (except zoning & building code ordinance changes). The moderator will recognize voters who may speak on the articles. Voters may ask questions, make statements and/or make motions to amend the warrant articles.

**Third**, The NH Legislature has placed limitations on amending warrant articles. Voters may amend some warrant articles however they cannot change the underlying purpose of the warrant article. For example voters change the dollar amount of a warrant article to purchase a building, however they cannot change its purpose to purchase a vehicle. Voters cannot change the default budget amounts in operating budgets. Some articles require specific language which cannot be modified.

Warrant articles cannot be removed from consideration at the Deliberative Session. Warrant articles which are amended will reflect the changes made at the Deliberative Session and will be on the ballot for the Voting Session of Town Meeting in March. Warrant articles can be amended by a simple majority vote at the Deliberative Session.

At the Voting Session of Town Meeting in March voters can come to the polls anytime between 8 AM and 7 PM to vote on the articles as amended from the Deliberative Session. Voters cannot make any changes to the articles at this session. Voters only have the option to vote YES to be in favor of an article or NO to be opposed to an article.

The votes are tallied by computer and reported the same day as the polls are open. Most articles require a simple majority for passage. Some articles have special requirements such as bond articles and changing the purpose of a capital reserve fund. These articles require a supermajority for passage. They require a 3/5 majority or 60% to pass.

If the voters fail to pass the operating budget articles (Town, Sewer and School) the respective default budgets become the operating budget for that entity.

## WARRANT ARTICLES-ELECTED OFFICES

### ARTICLE 1

To choose all necessary Town Officers for the ensuing year as follows:

Town Treasurer, for a term of one (1) year;  
Select Board Member, for a term of three (3) years;  
Sewer Commissioner, for a term of three (3) years;  
Trustee of Trust Funds, for a term of three (3) years;  
Trustee of Cemeteries, for a term of (3) years;  
Library Trustee, for a term of three (3) years;  
Budget Committee Member, for a term of three (3) years;  
Budget Committee Member, for a term of three (3) years;  
Budget Committee Member, for a term of three (3) years;  
Budget Committee Member, for a term of three (3) years;  
Supervisor of the Checklist, for a term of six (6) years;  
Moderator, for a term of two (2) years

*Candidates for the various municipal offices must declare their candidacy with the Town Clerk between January 25th and February 2nd (Town Hall open from 3 PM to 5 PM on 2/2). Interested residents may contact the Town Administrator to learn more about the duties and responsibilities of the various positions. These positions will be voted on at the Voting Session of Town Meeting on March 13th, 2018.*

## **WARRANT ARTICLES-ZONING**

*The zoning warrant articles will appear on the ballot in March, but will not be needed.*

*Zoning amendment articles cannot be amended at the deliberative session.*

### ***Issue 2***

*This warrant article was not adopted the Planning Board.*

**WARRANT ARTICLES-BUDGET, SPECIAL, ETC...****ARTICLE 3                    Town Operating Budget**

Shall the Town of Allenstown raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling **\$4,003,181**. Should this article be defeated, the default budget shall be **\$3,962,560**, which is the same as last year, with certain adjustments required by previous action of the Town of Allenstown or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. Estimated tax impact is approximately \$0.24 cents per thousand dollars of assessed value.

NOTE: This warrant article (operating budget) does not include appropriations in ANY other warrant article.

*Recommended by the Board of Selectmen*

*Recommended by the Budget Committee*

**EXPLANATION– This article represents the proposed operating budget of the Town minus the Sewer Dept. The amount proposed for 2018 represents a 2% increase in spending from the 2017 approved budget. A more detailed explanation of the budget can be found on the MS 737 form as well as the department level budget explanations which have been placed on the web-site.**

**WARRANT ARTICLES-BUDGET, SPECIAL, ETC...****ARTICLE 4 Sewer Operating Budget**

(THIS ARTICLE DOES NOT IMPACT THE TAX RATE) Shall the Town of Allenstown raise and appropriate as an operating budget for the Allenstown Sewer Commission, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling **\$2,246,561**. Should this article be defeated, the default budget shall be **\$2,264,043**, which is the same as last year, with certain adjustments required by previous action of the Town of Allenstown or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.

NOTE: This warrant article (operating budget) does not include appropriations in ANY other warrant article.

*Recommended by the Board of Selectmen*

*Recommended by the Budget Committee*

**EXPLANATION- A "yes" vote would accept the Sewer Commission's proposed budget of \$2,236,561, for the 2018 calendar year. This would be an increase of 2.5% (\$54,309) from 2017. The sewer budget is funded through sewer rents and does not affect the tax rate. Should this vote fail the Sewer Department's default operating budget would be \$2,264,043, for the 2018 calendar year. This would be an increase of 3.27% (\$71,791).**

**ARTICLE 5 Fire Safety Equipment Capital Reserve Fund**

(THIS ARTICLE DOES NOT IMPACT THE TAX RATE) To see if the Town of Allenstown will vote to raise and appropriate the sum of **\$10,000** to be added to the Fire Safety Equipment Capital Reserve Fund previously established. This sum to come from the unassigned fund balance. (Majority vote required)

*Recommended by the Board of Selectmen*

*Recommended by the Budget Committee*

**EXPLANATION- This article proposes to transfer funds from the unassigned fund balance to this capital reserve fund. The Fire Department will have to replace the Self Contained Breathing Apparatus (SCBA) as the equipment will expire in 2020. This is the breathing mask, air hoses, air tank and rack the fire fighter's use when they enter a burning building. The estimated cost to replace these units is \$135,250. The capital reserve fund has a balance of \$126,125 as of 11/8/2017. As this is a transfer from one account to another no funds will be raised resulting in no impact on the tax rate.**

**WARRANT ARTICLES-BUDGET, SPECIAL, ETC...****ARTICLE 6 Library Capital Reserve Fund**

(THIS ARTICLE DOES NOT IMPACT THE TAX RATE) (Majority vote required) To see if the Town of Allenstown will vote to raise and appropriate the sum of **\$6,817** to be added to the Library Capital Reserve Fund previously established. This sum to come from the unassigned fund balance. (Majority Vote Required)

*Recommended by the Board of Selectmen*

*Recommended by the Budget Committee*

*EXPLANATION– The purposes of the fund are for construction and maintenance issues at the Library. This article proposes to transfer the sum of \$6,817 from the unassigned fund balance to this capital reserve fund. As this is a transfer from one account to another no funds will be raised resulting in no impact on the tax rate. This amount represents the same amount as the surplus from the Library budget at the end of 2016. The capital reserve fund has a balance of \$10,479 in it as of 11/8/2017.*

**ARTICLE 7 Public Safety Facilities Capital Reserve Fund**

(THIS ARTICLE DOES NOT IMPACT THE TAX RATE) To see if the Town of Allenstown will vote to raise and appropriate the sum of **\$50,000** to be added to the Public Safety Facilities Capital Reserve Fund previously established. This sum to come from unassigned fund balance. (Majority vote required)

*Recommended by the Board of Selectmen*

*Recommended by the Budget Committee*

*EXPLANATION– This article proposes to transfer funds from the unassigned fund balance to this capital reserve fund. The Public Safety Facilities Capital Reserve Fund is used for the purpose or repairs and renovation of police and fire department facilities. The fire station foundation and side foundation wall has settled resulting in cracking. This repair project is scheduled for completion in 2018. The project is expected to cost approximately \$50,000. The objective is to stop further damage to the building. The capital reserve fund has a balance of \$16,561 in it as of 11/8/2017. As this is a transfer from one account to another no funds will be raised resulting in no impact on the tax rate.*



**WARRANT ARTICLES-BUDGET, SPECIAL, ETC...****ARTICLE 8            Streetlight Capital Reserve Fund**

**(THIS ARTICLE DOES NOT IMPACT THE TAX RATE)** To see if the Town of Allenstown will vote to establish a Streetlight Capital Reserve Fund under the provisions of RSA 35:1 for replacement and repairs of the existing streetlights and to raise and appropriate the sum of **\$6,500** to be placed in this fund. This sum to come from the unassigned fund balance. Further, to name the Board of Selectmen as agents to carry out the objects for which this fund was established and expend from such fund. (Majority Vote Required)

*Recommended by the Board of Selectmen*

*Recommended by the Budget Committee*

*EXPLANATION– This article proposes to create a new capital reserve fund and transfer funds from the unassigned fund balance to this capital reserve fund. The Streetlight Capital Reserve Fund would be used for the purpose of repairing or replacing existing streetlights. The present LED streetlights were purchased and installed in 2015. They have a useful life of 10 years. In 2025 they will need to be replaced. This fund would provide the estimated \$50,000 to replace the 173 streetlights in the town. As this is a transfer from one account to another no funds will be raised resulting in no impact on the tax rate.*

**ARTICLE 9            Landfill Capital Reserve Fund**

**(THIS ARTICLE DOES NOT IMPACT THE TAX RATE)** To see if the Town of Allenstown will vote to raise and appropriate the sum of **\$6,750** to be added to the Landfill Capital Reserve Fund previously established. This sum to come from unreserved fund balance. (Majority vote required)

*EXPLANATION– This article proposes to transfer funds from the unassigned fund balance to this capital reserve fund. The Landfill Capital Reserve Fund is used for the purpose of annual water quality testing, well maintenance at potential costs of final closure and/or mitigation at our closed landfill site. The capital reserve fund has a balance of \$19,665 in it as of 11/8/2017. As this is a transfer from one account to another no funds will be raised resulting in no impact on the tax rate.*



**WARRANT ARTICLES-BUDGET, SPECIAL, ETC...****ARTICLE 10          Recycling Capital Reserve Fund-Discontinuance**

To see if the Town of Allenstown will vote to discontinue the Recycling Capital Reserve Fund with said funds plus accumulated interest to be transferred to the Town's General Fund.  
(Majority vote required)

*Recommended by the Board of Selectmen*

*EXPLANATION– This article proposes to discontinue the Recycling Capital Reserve Fund. This fund was created to fund equipment needed to recycle waste materials. This is no longer necessary as the Town contracts with Casella to handle and process recyclable materials. No additional equipment is needed to be purchased for this purpose. These funds would be transferred to the Highway Equipment Capital Reserve Fund as detailed in Article 11 below. There is approximately \$21,500 in this fund at this time. As this is a transfer from one account to another no funds will be raised resulting in no impact on the tax rate.*

**ARTICLE 11          Highway Equipment Capital Reserve Fund**

**(THIS ARTICLE DOES NOT IMPACT THE TAX RATE)** To see if the Town of Allenstown will vote to raise and appropriate the sum of **\$21,500** to be placed in the Highway Equipment Capital Reserve Fund previously established. This sum to come from the unassigned fund balance (this represents the funds from the dissolution of the Recycling Capital Reserve Fund. This article is contingent on the passage of Article 10. (Majority vote required)

*Recommended by the Board of Selectmen*

*Recommended by the Budget Committee*

*EXPLANATION– This article proposes to transfer funds from the unassigned fund balance to this capital reserve fund. This fund is used to purchase vehicles and equipment for the Highway Dept. The capital reserve fund has a balance of \$10,935 in it as of 11/8/2017. As this is a transfer from one account to another no funds will be raised resulting in no impact on the tax rate.*

**WARRANT ARTICLES-BUDGET, SPECIAL, ETC...****ARTICLE 12 Recycling Revolving Fund-Discontinuance**

To see if the Town of Allenstown will vote to discontinue the Recycling Revolving Fund with said funds plus accumulated interest to be transferred to the Town's General Fund.

(Majority vote required)

*Recommended by the Board of Selectmen*

*EXPLANATION- This article proposes to discontinue the Recycling Revolving Fund. This fund was also created to fund equipment needed to recycle waste materials. This fund is different from the Recycling Capital Reserve fund in that the money in this account comes from the sale of recycled materials. Most of the materials are metals. In the future the proceeds of the sale of recycled material would go directly into the general fund. The funds would be transferred to the Highway Equipment Capital Reserve Fund as detailed in Article 13 below. There is approximately \$21,500 in this fund at this time. As this is a transfer from one account to another no funds will be raised resulting in no impact on the tax rate.*

**ARTICLE 13 Highway Equipment Capital Reserve Fund**

**(THIS ARTICLE DOES NOT IMPACT THE TAX RATE)** To see if the Town of Allenstown will vote to raise and appropriate the sum of **\$22,000** to be placed in the Highway Equipment Capital Reserve Fund previously established. This sum to come from the unassigned fund balance (this represents the funds from the dissolution of the Recycling Revolving Fund. This article is contingent on the passage of Article 12. (Majority vote required)

*Recommended by the Board of Selectmen*

*Recommended by the Budget Committee*

*EXPLANATION- This article proposes to transfer funds from the unassigned fund balance to this capital reserve fund. This fund is used to purchase vehicles and equipment for the Highway Dept. The capital reserve fund has a balance of \$10,935 in it as of 11/8/2017. As this is a transfer from one account to another no funds will be raised resulting in no impact on the tax rate.*

**WARRANT ARTICLES-BUDGET, SPECIAL, ETC...****ARTICLE 14                      Economic Development Tax Exemptions**

Shall the Town of Allenstown will vote to adopt the provisions of RSA 72:81 and enable the town to grant tax exemptions for new construction performed on commercial or industrial uses. The intent of the exemption authority is to provide incentives to businesses to build, rebuild, modernize, or enlarge within the municipality. The exemption shall apply only for municipal and local school property taxes assessed by the municipality. The exemption will not apply to the entirety of the property value, but only to any increase in assessment which results from the new construction. The period of time for which the property is eligible for exemption is ten years.

The percentage of authorized exemption is as follows:

Year 1 and Year 2, 50% of the increased assessment value as described above;  
Year 3 and Year 4, 40% of the increased assessment value as described above;  
Year 5 and Year 6, 30% of the increased assessment value as described above;  
Year 7 and Year 8, 20% of the increased assessment value as described above;  
Year 9 and Year 10, 10% of the increased assessment value as described above.

For purposes of this exemption, the term "new construction" shall mean new structures, or additions, renovations, or improvements to existing structures.

For purposes of this exemption, the term "commercial" shall include retail, wholesale, service and similar uses and the term "industrial" shall mean manufacturing and heavy manufacturing, consumable manufactured goods, lumberyard, timber activities, recycling facility (household wastes), veterinary and large veterinary hospital, and warehouse, all as defined in the Allenstown Zoning Ordinance, as it may be amended from time to time.

If adopted, this Warrant Article will become effective April 1, 2018 and will remain in effect for five (5) years.

*Recommended by the Board of Selectmen*

**WARRANT ARTICLES-BUDGET, SPECIAL, ETC...****ARTICLE 14                      Economic Development Tax Exemptions**

*EXPLANATION: The purpose of this article is to give businesses a strong, compelling reason to either begin a business in Allenstown or expand an existing Allenstown business. More businesses mean more tax revenue from those businesses and potentially lower taxes for residents.*

*The Allenstown Economic Development Committee ("EDC") developed this warrant article in response to a new state law (RSA 72:81). RSA 72:81 states in part, "The intent of this exemption is to provide incentives to businesses to build, rebuild, modernize, or enlarge within the municipality. The exemption shall apply only for municipal and local school property taxes assessed by the municipality ..."*

*In essence, the warrant article offers commercial and industrial businesses a tax exemption starting at 50% and dropping to 0% over 10 years. The effective date if adopted is April 1, 2018, so businesses can apply for the exemption soon after the town election. The EDC is unaware of other communities which are adopting the provisions of this statute and it is possible that Allenstown would derive a competitive advantage for the development of tax revenue from commercial and industrial activities.*

**Benefits**

*This tax exemption provides the following benefits:*

- 1. New or improved commercial/industrial properties means that the assessed value for the Town as a whole will increase.*
- 2. The new or improved commercial/industrial properties are likely to have a minimal burden on town services, therefore there will be little added cost associated with these uses.*
- 3. The initial 50% tax exemption offers a major incentive to businesses, but guarantees that the town will benefit from the other 50% on an immediate basis and a long term benefit due to increased valuation of the property. The proposal makes Allenstown a desirable business location.*
- 4. Allows owners of new businesses to use the exempted taxes to invest in the business during its initial years of operation.*
- 5. Gives business owners an assurance that the property taxes will increase at a predictable and manageable rate as the exemption diminishes. (Fluctuations in tax rates and property values are outside the scope of this discussion.)*
- 6. Offers residents new goods or services and new employment opportunities.*
- 7. The statute specifically restricts the tax exemption to commercial and industrial businesses, but residential taxpayers benefit from this on a long term basis since it will increase the assessed value of non-residential property; the increased assessment means that the tax burden on residential tax payers could be decreased.*

**WARRANT ARTICLES-BUDGET, SPECIAL, ETC...****ARTICLE 14                      Economic Development Tax Exemptions****EXAMPLE:**

*As an example, consider a new business that has come to town and has an assessed value of \$1,000,000. For simplicity of calculation, it is assumed that the current tax rate (\$32.11) does not change over 10 years and the property value also remains constant.*

*With no tax exemption, that business would have to pay \$32,110 in taxes every year or \$321,100 over 10 years. The business might consider that a reason to avoid Allenstown.*

*With the proposed exemption methodology, the business would pay the town \$16,055 for the first two years, and \$224,770 in taxes over 10 years, but the business would save \$96,330 in taxes over 10 years. In addition, the town would receive \$3,211 more in taxes each time the exemption percentage dropped.*

*The tax exemption will add tax dollars to the revenue stream with little or no increase in town services required for these properties. This could create a slight drop in the tax rate because of a slight increase in tax revenue, all other factors held constant.*

*In this example, the new business would pay \$16,055 in taxes the first year. All other things being held constant, that means the rest of the town would pay \$16,055 less. The more taxes collected from new or upgraded businesses, the less the rest of the town has to pay.*

## BUDGET PROCESS

The budget process is less of a beginning and ending process as it is cycle. In May the Board of Selectmen issue guidance to department heads and the various boards. The guidance has varied from year to year but usually sets the amount of annual salary increases and other criteria.

Budgets are usually required to be submitted to the Board no later than the end of August. The submitted budgets are generally in two forms, an excel spreadsheet and a narrative explanation. The excel spreadsheets are integrated into one master budget spreadsheet. A budget overview is created and the entire budget is made available to the public on the website. The Board reviews the proposed budgets at the end of September and through October. The Board makes adjustments and submits a recommended budget to the Budget Committee. The Board also reviews proposed warrant articles. The Board determines which articles it will place on the warrant and submits those warrant articles which propose appropriations to the Budget Committee.

The Budget Committee reviews the proposed budgets submitted by the Town, the Sewer Commission and the School District. This process usually occurs in November and December. The Budget Committee votes to recommend a budget to the voters for the Town, Sewer Dept. and the School District. The budget which appears on the warrant articles for the Town, Sewer Dept. and the School District are the recommended budgets of the Budget Committee. This can be different than that which was proposed by the Board of Selectmen, Sewer Commission and School Board. The Budget Committee will also make recommendations on the proposed warrant articles which contain appropriations.

The Budget Committee holds a public hearing prior to the Deliberative Session. The hearing is on **January 13th, 2018 at 9 AM at the Armond Dupont School, 10.5 School St.** for this year. The Budget Committee presents its proposed budgets for the Town, Sewer Dept. and School District to the voters. This is an informational session for voters to learn more about the budget and ask questions. No changes can be made by the voters at this hearing.

The Deliberative Session of Town Meeting is the next step in the process which will be held on **February 3th, 2018 at 9 AM at the Armond Dupont School**. At this meeting voters in attendance have the power to amend some warrant articles including the amounts of the proposed appropriations. The changes made at this session will be included in the warrant to be voted on at the Voting Session of Town Meeting on **March 13th, 2018 from 8 AM to 7 PM at the Parish Hall**. Voters cannot amend the articles at this session they can only vote yes or no on each warrant article.

The Town has a calendar year budget with begins each year on January 1st, and ends on December 31st. Voters in March are voting on a budget which actually began in January. The School District budget begins on July 1st, and ends on June 30th of each year. In this case the voters are deciding on a budget in March which begins several months later in July. The respective warrant articles for the Town and the School District follow their budget years unless otherwise indicated.

Although rare, additional town meetings can be held to address budget issues. The Selectmen or School Board may call one additional town/school meeting if the budget is not approved by the voters. The Selectmen or School Board can also request additional meetings through the Superior Court to address budget crises which occur between town meetings. These rarely occur however they are permissible when those circumstances occur.



## HOW IS THE PROPERTY TAX RATE SET?

The **property tax rate** is set every year usually in October but sometimes as late as November. The tax rate has four components:

The Town tax rate for 2017	\$10.04
The Local School tax rate for 2017	\$17.25
The State School tax rate for 2017	\$ 2.08
The County tax rate for 2017	\$ 2.74
<b>TOTAL PROPERTY TAX RATE</b>	<b>\$32.11</b>

This rate is assessed for every **\$1,000** of property valuation.

In other words if you own property such as a house valued at **\$200,000** the rate is calculated:

$$\text{\$200 X \$32.11} = \text{a tax bill for \$6,422.}$$

**Determining the tax levy:** When voters approve town and school budgets those appropriations are factored into determining the annual tax levy. In the case of the 2017 budget the voters approved the following:

Town Appropriations	\$6,116,935
School Appropriations	\$10,184,208
County portion of the Appropriations	\$790,950

Town and School appropriations are combined with County and State Education appropriations to determine the amount of revenue needed to pay for the anticipated spending for the respective budgets. In 2017 that total amount was \$17,092,093 in spending at the local level including the Town's portion of the County appropriation. These appropriations are offset by anticipated revenues from various sources other than property taxes, as well as credits. After these amounts are considered the total tax levy for the Town, School and County is \$9,140,095 to be raised in property taxes.



## CAPITAL RESERVE FUNDS AND UNRESERVED FUND BALANCE

***Why are we proposing to place money into capital reserve funds?*** Capital reserve funds are in essence savings accounts for a particular purpose. Capital reserve funds are generally used for big ticket items. Without capital reserve funds vehicles, equipment, new facilities or renovation of existing facilities would need to be funded through leases or the sale of municipal bonds. Borrowing money for these purposes adds additional costs in the form of interest payments over the period of the lease or bond until those instruments are paid off.

Both capital reserve funds and borrowing money spread the cost of what is being purchased over multiple years. This minimizes spikes in the tax rate. Capital reserve funds make those payments in advance of the purchase while borrowing spreads out the cost in the future. Appropriations to capital reserve funds are invested and earn interest and some cases result in capital gains depending upon the investment. The Trustees of the Trust Funds invest and manage these fund.

***What is the unassigned fund balance?*** The unassigned fund balance also known as the unreserved fund balance, is composed of two sources. The first is the surplus funds or unused funds in the Town budget for each year. Unexpended funds from the budget are transferred to the unassigned fund balance. The second source is additional revenues above that which was anticipated for any particular year. These funds are also transferred to the unassigned fund balance. The NH Dept. of Revenue Administration along with guidance from the Government Finance Officers Association recommends the unassigned fund should be between 5% as a minimum and a maximum of 17% of general fund operating revenues. The fund balance for 2017 was 17.78% or **\$1,835,532**. This is projected to grow in 2018 by an amount greater than what is proposed to be transferred out for the proposed warrant articles in 2018. It is important to recognize that a percentage of property tax revenues in any given year are not always paid on time. These revenues lag and are collected in subsequent years (see Budget Overview for chart depicting outstanding tax collections).

The plan is to draw funds from the unassigned fund balance and transfer appropriate amounts to the capital reserve funds. This will provide the funding for these purposes without raising additional taxes. This will minimize or avoid the tax increases that would be needed in the future to expend funds for the purposes of the given capital reserve funds.

Capital reserve funds are part of the solution to add, replace or repair the various capital assets the Town has or will need in the future. We will not have sufficient funds in the unassigned fund balance to meet all of those existing and future needs. We will still need to make up the remainder of these costs through leases and bonds.

# SCHOOL DISTRICT WARRANT

## 2018 PROPOSED SCHOOL BUDGET

### ARTICLE 1 – Operating Budget

Shall the Allenstown School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant article and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$10,077,085? Should this article be defeated, the operating budget shall be \$9,981,355 which is the same as last year, with certain adjustments required by previous action of the Allenstown School District, or by law, or the governing body may hold one special meeting in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.

*Recommended by the School Board*

*Recommended by the Budget Committee*

**EXPLANATION - The 2018/2019 proposed school budget is being introduced with a reduction of \$209,559 or a 2% decrease from the current 2017-18 operating budget. Highlights of the proposed budget includes a reduction of one full-time position, a decrease in health insurance costs of 0.9%; an increase in dental insurance costs of 2.3%, and a reduction in tuition to other districts of (\$165,165).**

**Information on the Schools:** The Allenstown School District budget serves approximately 542 students ranging in ages 3 – 21. Some informational points are as follows:

- There are 212 students at Allenstown Elementary; 162 at Armand R. Dupont School; 146 at Pembroke Academy; and 22 in the Alternative Skills program / PACE / and Out of District placements.
- Our two school buildings are each over 50 years old. School administration consists of one principal at each school and one Special Education Coordinator shared between the two.
- The total number of employees in the district include 24 Regular Education Teachers, 8 Special Education Teachers, 17 Special Education Paraprofessionals, 4 custodians (1 day/1 afternoon custodial staff for each building), 4 food service, 2 nurses, 2 guidance counselors, 3.5 secretaries, 1 library media specialist, 1 technology integration teacher, and 4 Title 1 teachers that are funded by federal grants.

**SCHOOL DISTRICT WARRANT ARTICLES-BUDGET, SPECIAL, ETC...****2018 PROPOSED SCHOOL BUDGET**

In 2018, there is a new partnership formed with Southern New Hampshire University (SNHU), who has created a new Professional Learning Community (PLC). SNHU's Master's Degree students in Education will serve in both Allenstown Elementary School and Armand R. Dupont School as certified Paraprofessional II Educators. This is an exciting new venture for SNHU with Allenstown schools being chosen as the pilot school for their first Professional Development School Model. The goal of this collaboration is to provide additional learning opportunities for Allenstown students, resulting in an increase in student performance at no cost to the District.

**ARTICLE 2            School Building Maintenance Trust Fund**

**(THIS ARTICLE DOES NOT IMPACT THE TAX RATE)** To see if the District will vote to raise and appropriate the sum of up to \$20,000 to be added to the School Building Maintenance Expendable Trust Fund previously established, **with no amount to be raised from taxation**, with such amount to be funded from the June 30, 2018 fund balance available for transfer on July 1, 2018, and further to name the school board as agents to expend from this fund. No amount will be raised from taxation. **(NO AMOUNT WILL BE RAISED FROM TAXATION)**

*Recommended by the School Board*

*Recommended by the Budget Committee*

**EXPLANATION– This article proposes to fund the School Building Maintenance Trust Fund with surplus funds. The School Building Maintenance Trust Fund is used for the purpose of paying for both school building's facility issues or improvements. The capital reserve fund has a balance of \$22,094.55 in it as of 10/31/2017. This balance is significantly low. This will not impact the tax rate.**

**SCHOOL DISTRICT WARRANT ARTICLES-BUDGET, SPECIAL, ETC...****ARTICLE 3            Special Education Expendable Trust Fund**

**(THIS ARTICLE DOES NOT IMPACT THE TAX RATE)** To see if the District will vote to raise and appropriate the sum of up to \$20,000 to be added to the Special Education Expendable Trust Fund previously established, **with no amount to be raised from taxation**, with such amount to be funded from the June 30, 2018 fund balance available for transfer on July 1, 2018, and further to name the school board as agents to expend from this fund. No amount will be raised from taxation. **(NO AMOUNT WILL BE RAISED FROM TAXATION)**

*Recommended by the School Board*

*Recommended by the Budget Committee*

*EXPLANATION– This article proposes to fund the Special Education Trust Fund with surplus funds. The Special Education Trust Fund is used for the purpose of paying for out of district education needs for special education students. An out of district placement can see tuition upwards of \$240,000. One student that moves into the district and has out of district special education needs can greatly impact the operating school budget if the student was not projected in the current operating budget. Therefore, this fund will be used to supplement unanticipated out of district education needs. The capital reserve fund has a balance of \$45,735.66 in it as of 10/31/2017. This balance would not cover the cost of one out of district placement for the year. This will not impact the tax rate.*

# TOWN MEETING

## TOWN OF ALLENSTOWN

Town Hall  
16 School St.  
Allenstown, NH 03275  
Phone: 603-485-4276 x112  
Email: [smulholland@allenstownnh.gov](mailto:smulholland@allenstownnh.gov)



W H E R E   N E I G H B O R S   A N D   R I V E R S   M E E T

The Town of Allenstown was incorporated in 1831 as a Town.

- ♦ Population **4,300**
- ♦ Median age of **39**.
- ♦ Land mass **20.4** sq. miles.
- ♦ **33** miles of roadway.
- ♦ The Town employs **23** FT and **47** PT people.
- ♦ Assessed value **\$288,823,373**
- ♦ Tax Rate **\$32.11**  
Town \$10.04  
School \$19.33  
County \$2.74

## TOWN/SCHOOL REPORTS

Town/School Reports will be available approximately a week before the Voting Session of Town Meeting in March. The Town Report will be placed on the website where it can be viewed and downloaded. Paper copies of the Town/School Report will be available at Town Hall and at the polls in March until they run out. The Town/School reports contain reports from the various departments, boards and officials from the Town and the School District.

## HOW DO I VOLUNTEER FOR THE TOWN/SCHOOL

Both the Town and the School District rely upon volunteers to serve on the various boards, committees and commissions. Some of these positions are elected however many are appointed by either the Board of Selectmen or the School Board. The various board positions which are appointed are as follows; Planning Board, Zoning Board of Adjustment, Economic Development Committee, Conservation Commission, Parks & Recreation Commission, Old Allenstown Meeting House Committee and the Public Works Facilities Space Needs Committee.

There are other volunteer opportunities such as the Allenstown PTO which is a parent teacher organization. We need volunteers for special projects, internships and landscape gardening at the Town Hall, Police Station and Community Center. If you have questions about volunteering or wish to volunteer for the Town contact the Town Administrator at Town Hall or for the School you can contact the principals of either of the schools. Volunteers are critical to making the various functions of the Town and Schools operate effectively.